



# GUIDELINES GUIDE TO BORROWING FROM IWM COLLECTIONS

IWM encourages public access to our extensive collections. Lending items for public exhibition and display as well as specific projects is one of the ways we aim to achieve this.

This *Guide to Borrowing from IWM* explains how to make a loan request and outlines how we will facilitate and administer loans. The *Terms and Conditions for Loans Out* which states the specific responsibilities and obligations of the borrower and IWM, should be read in conjunction with this document.

As a National museum, IWM operates within the guidelines set by the National Museum Directors' Council (NMDC). For further information please visit their website at [www.nationalmuseums.org.uk](http://www.nationalmuseums.org.uk) and in particular the document entitled: *Loans Between Nationals and non-national Museums*.

## Lending principles

IWM lends to make its collections intellectually and physically accessible for public exhibition and display or for specific research projects. This may include lending to museums, art galleries and other heritage venues.

- Items may also be lent for display to Government departments, the armed forces, or other authorities or institutions in the UK and elsewhere.
- For research purposes, IWM may lend to non-governmental organisations working for the Crown provided there is a written agreement in place, describing the research project and testing to be carried out on the items.
- We will lend to fine art dealers that have a record of proper dealings with national or regional museums, and will not act in such a way as to promote the sale of antiquities where unprovenanced material might be involved. The display or exhibition itself should be a contribution to scholarship.
- Items may not be lent to private individuals or companies other than in exceptional circumstances.
- Although we lend to many institutions or organisations, we are not able to lend to film and television or media companies, including theatrical productions.

## Research

Before sending a written loan request, please undertake a search of the collections.

Research of IWM collections:

- In the first instance please research the IWM collections using the Collections Online web site at [www.iwmcollections.org.uk](http://www.iwmcollections.org.uk). The site lists over 600,000 items in the IWM collections and will facilitate the provision of a realistic preliminary list. This service is free of charge.
- Secondly, please conduct further research using our full database available in the Explore History Centre at IWM London. This will provide more detailed information including guidance

on the location of items (e.g. whether they are on display or in store). Please note that objects currently on display or scheduled to be on display during the period that you request will not be available for loan unless there is a good business case for doing so.

- If necessary you may also consult with a relevant curator (following the completion of preliminary research as outlined above). Appointments can be made through the Explore History Centre (email [collections@iwm.org.uk](mailto:collections@iwm.org.uk)).

## **Cost and budgeting**

IWM operates a system to recover any direct or indirect expenses incurred in lending objects to other institutions.

Unless a specific agreement has been made for an individual loan, the borrower will bear all direct costs of borrowing including:

- Cost of transport
- Photography
- Conservation (including condition assessments and production of Condition Reports)
- Packing
- Display preparation
- Independent valuations
- Insurance
- Costs relating to regular inspection of the loaned item(s) (e.g. spot checks to ensure items are properly displayed and acknowledged)
- Costs arising from dealing with insurable incidents such as travel, legal fees, consultants' fees
- Emergency interventive and remedial conservation work (and any depreciation in value following damage)
- Courier costs (travel, accommodation and per diem expenses as well as staff time costs)

For loans to institutions outside of the UK a set borrower's charge of £250 per object, per venue will be levied as well as any of the direct costs listed above. This charge may be reviewed and increased in the case of a particularly large or complex loan.

For loans to UK borrowers, IWM will provide 2 hours of staff time free of charge, after this staff costs will be recovered at an hourly rate. IWM staff time is recovered at a rate of £40 per hour, except for courier time which is £25 per hour. An estimate of costs will be forwarded to borrowers for approval as soon as possible after the loan is agreed; we will also work with borrowers to do what we can to keep all costs to a minimum.

## **Formal written request:**

Once you have decided on the objects you are interested in borrowing, please compile a final list of all items. Please then send a written formal request to Registrar (Loans Out), Department of Collections Management, IWM London, Lambeth Road, SE1 6HZ

Your written request should contain the following information:

- Title of exhibition or project
- Date of proposed loan

- Venue(s), addresses, contact names and details for the person who is preparing the exhibition
- Scope of the exhibition including estimate of visitors to this specific exhibition
- A complete list of item(s) requested, where possible quoting IWM catalogue numbers which can be found in Collections Online.
- Reasons for inclusion of item(s)
- Confirmation that your institution agrees to accept the costs of the loan
- Whether the exhibition will tour and details of responsibility for arranging transport and meeting costs.
- Whether a publication will be produced
- A completed *UK Registrars' Group Standard Facilities Report, Security Supplement and Display Case Supplement* (if required) should be included with your letter (these documents can be found online at <http://www.ukregistrarsgroup.org/resources/>)

### **Notice period**

We require the final list of items to be received as early as possible, but no later than six months in advance of the exhibition opening date.

### **Approving the loan**

We aim to acknowledge receipt of your request within 10 working days, and respond with a final decision within 2 months. At that time any outstanding information will also be requested.

The decision to lend is based on a number of factors including:

- Whether the request supports the aims and priorities of IWM
- The availability of the item
- The condition of the item and its suitability to travel
- Whether the staffing resources are available in order to prepare the loan
- Whether the environmental conditions required for the item are achievable
- Whether the security level meets the standards set by the Arts Council's National Security Advisor
- Whether the borrower can comply with the transport conditions of the Government Indemnity Scheme Guidelines for National Institutions
- Whether the Borrower can comply with the IWM *Terms and Conditions for Loans Out*
- Whether you are a member of the First World War Centenary Partnership (for First World War related loan requests across the Centenary period)

As soon as a decision has been made, we will write to you to notify you of the outcome. This will confirm our agreement, in principle or, in the event of our refusal will provide an explanation why the loan cannot be made or why specific objects cannot be lent.

### **Loan agreement**

When a decision has been made to support a request, we will prepare a *Loans Out Agreement* setting out your responsibilities and obligations. This specifies the environmental requirements, packing and

display needs, insurance values and credit line. The loan agreement must be signed by both parties before the loan can proceed. Further information can be provided about environmental requirements, packing and display, insurance and indemnity.

### **Long term loans from IWM**

The arrangements and conditions for long-term loans are generally the same as for short-term loans. Loan Agreements are usually reviewed every three years, at which stage the valuations of objects will be revised.

If you are providing commercial insurance you must ensure that it is renewed on an annual basis and copy of each insurance certificate is sent to the Registrar (Loans Out).

### **Images of loaned items**

Photography of loaned objects can only be undertaken by IWM staff.

If borrowers wish to use a picture for reproduction, they should allow sufficient time for photography to take place in order to meet their catalogue deadline. It is recommended that at least 4 months notice is given in this circumstance.

All IWM images are issued subject to Terms and Conditions of use. This document, and further information is available from [imagesales@iwm.org.uk](mailto:imagesales@iwm.org.uk).

No photography or filming of individual loaned objects for commercial purposes is allowed without permission. General views of the exhibition which include IWM loaned objects for press, publicity or educational purposes may be taken without permission unless otherwise specified by IWM due to third party copyright restrictions. Lamps must not be placed nearer than 2 metres to any loaned objects, and the objects must not be moved or touched without specific permission from IWM.

All publicity material using IWM images or the IWM logo must be sent to the Registrar (Loans Out) for approval in advance

### **Reproduction**

It can sometimes be more cost efficient to purchase copies of items for an exhibition rather than to borrow them.

For more information on how to apply for and order reproduction images please contact our Image Sales team at [imagesales@iwm.org.uk](mailto:imagesales@iwm.org.uk), or visit <http://www.iwm.org.uk/commercial/licensing>

### **In case of damage**

Any damage or loss to the object, regardless of who is responsible, is to be immediately reported to the Registrar (Loans Out) at IWM.

### **Acknowledgement**

The IWM loan must be acknowledged on exhibition labels and in the catalogue as 'IWM (Imperial War Museums)', unless otherwise indicated in the Loan Agreement.

Centenary Partners must include the IWM and the Partnership logos provided in any educational and promotional material produced for the exhibition containing the loaned items. The logos must also be prominently displayed with the exhibition and on any associated websites.

## **Contact**

If you would like to discuss any aspect of the cost, administration and facilitation of loans, please contact:

Registrar (Loans Out)  
IWM London  
Lambeth Road  
London SE1 6HZ  
registrar@iwm.org.uk  
Telephone: +44 (0)20 7416 5448